

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	6229 R	Approval for the Guest Faculty	VC	19.2.16	Dean/SMS	29/Feb	Discuss
2	5486 R	Promotion under CAS from Stage-2 To Stage-3 AGP Rs 7000 to 8000	VC	22.2.16	PIC/Estt	29/Feb	For need full.
3	7574 R	T/C PF of sh. Ram Pal MTS	PIC/Estt	22.2.16	PIC/Estt	29/Feb	For need full.
4	8011 R	Refund of Balance Fee,	AR/A	22.2.16	FO	29/Feb	For need full.
5	7542 R	Complaint of Dr. Ranjeet Kumar Choudhary.	PIC/Estt	23.2.16	AR/Estt	29/Feb	For need full.
6	7917 R	Signage of Building, 5(170)/2016 Part-2.	EE	23.2.16	FO	29/Feb	For need full.
7	6444 R	PF Of U.V. Kiran Assistant Professor.HD&FS	PIC/Esstt	23.2.16	HoD HD&FS	29/Feb	For need full.
8	5968 R	Creation Of Posts & Appointmeants.	PIC/Esstt	24.2.16	VC	29/Feb	For approval
9	4932 R	Internal Quality Assurance Cell, IQAC	PIC/Acadmic	24.2.16	Chair-	29/Feb	For need full.
10	8026 R	Media Center Delhi Vist, Proff. Gvind Ji Pandey.	Hod	24.2.16	Dean SIST	29/Feb	For need full.
11	3426 R	BPGS, DBT	Head/DBT	24.2.16	AR/A	29/Feb	For need full.
12	8028 R	Partition Works SMS-DRM.	Hod	24.2.16	AR/Snp	29/Feb	For need full.
13	8029 R	T/C Genral Office Order.	EE	24.2.16	AR/Estt	29/Feb	For need full.

14	3888 R	Maintinance work of SES Building, 5(372)/13	EE	24.2.16	FO	29/Feb	For need full.
15	6887 R	Furniture for room Adjcent to VC's Chamber. 5(568)/2015	EE	24.2.16	AR/SNP	29/Feb	For need full.
16	4057 R	New Building for Administrative Block Complex & manin Gate, 5(386)/13	EE	24.2.16	FO	29/Feb	For need full.
17	7451 R	DST-Inspire Project , Dr. Preeti Gupta.	AR/A	24.2.16	AR/A	29/Feb	For need full.
18	5613 R	MHRD/UGC, Corespondence.	VC	25.2.16	AR/Estt	29/Feb	For need full.
19	3034 R	17th & Final Bill of Auditorium 5(317)/2014 Part- 3	IAO	25.2.16	FO	29/Feb	For need full.
20	3638 R	Department of Plant Science ka nirman 5(502)/14	EE	25.2.16	FO	29/Feb	For need full.
21	7076 R	12 वे योजना के अंतरगत केन्द्रीय लोक निर्माण विभाग द्वारा संपादित कराये जा रहे	EE	25.2.16	FO	29/Feb	For need full.
22	3328 R	Printing of University Name File Covr/ Voucher.	HO	25.2.16	AR/Snp	29/Feb	For need full.
23	3081 R	DRC/Ph.D Admission-2011 FILE NO.143	Hod	25.2.16	HoD DCS	29/Feb	For need full.
24	8041 R	Reimbursement of Children Education Allownce./	HoD	26.2.16	FO	29/Feb	For need full.
25	6970 R	MoU Between BBAU and Research Institute of Buddhist Studies.	AR/A	26.2.16	Chairman	29/Feb	For need full.
26	7909 R	Upgradation of JRF to SRF,	AR/A	26.2.16	VC	29/Feb	For approval
27	7907 R	Academic Calender 2016-17	AR/A	26.2.16	VC	29/Feb	For approval

28	5308 R	UGC Post Doctoral Fellowship Mr. Ashwani Kumar.	AR/A	26.2.16	AR/A	29/Feb	For need full.
29	5742 R	BPGS, DAPS	AR/A	26.2.16	VC	29/Feb	For approval
30	7966 R	Wi-Fi PCI Lan Card.	FO	26.2.16	Librarian	29/Feb	For need full.
31	4311 R	Civil maintenance Work 5(457)/14	EE	26.2.16	AR/Snp	29/Feb	For need full.
32	3381 R	Extension of School Building for Biotechnology. 5(414)/13	EE	26.2.16	IAO	29/Feb	For need full.
33	7253 R	Requirment of Furniture for Newly Appointment Staff.	EE	26.2.16	FO	29/Feb	For need full.
34	7384 R	Manpower Rquiremeant for LibraryGautam Buddha Library.	PIC/Estt	26.2.16	VC	29/Feb	For approval
35	8042 R	T/C PF of V. S Baghel, LTC.	PIC/Estt	26.2.16	VC	29/Feb	For approval
36	6131 R	Grievances File Teaching	PIC/Estt	26.2.16	VC	29/Feb	For approval
37	7086 R	File -Recommendation for nomination of Chif Vigilance Officer (CVO)	PIC/Estt	26.2.16	VC	29/Feb	For approval
38	5899 R	अखिल भारतीय राजभाषा संगीष्ठी॥	PIC/Esstt	26.2.16	VC	29/Feb	For approval
39	7560 R	T/C PF of Smt. Minakshi Khare, PS	PIC/Estt	26.2.16	AR/Estt	29/Feb	For need full.
40	7926 R	Application Prof. S.K. Deivedi. 2 Set.	PIC/Esstt	26.2.16	VC	29/Feb	For approval
41	8054 R	चिकित्सा हेतु आर्थिक सहायता हेतु , मिथलेश कुमार	DSW	26.2.16	VC	29/Feb	For approval

42	4006 R	Ms. Bela Turkey Kaushal, RGNF. File	Priti Saxena	26.2.16	FO	29/Feb	For need full.
43	7479 R	Engagement of Consultant	VC	26.2.16	PIC/Estt	29/Feb	For need full.
44	7697 R	Construction of Student Activity Center. Part-2, 5(549)/2015	IAO	26.2.16	AE	29/Feb	For need full.
45	7664 R	PF of Ms. Sufiya Ahmad, Lecturer, D.Law.	PIC/Esstt	26.2.16	FO	29/Feb	For need full.
46	8044 R	MHRD Meeting, 18/2/16	DSW	26.2.16	FO	29/Feb	For need full.
47	8045 R	RGNF Continuation of Ms. Seema Kumari.	HoD	26.2.16	AR/A	29/Feb	For need full.
48	7515 R	Sports Events	VC	26.2.16	AD/Sports	29/Feb	For need full.
49	8046 R	B.P.Ed Two Year.	VC	26.2.16	AD/Sports	29/Feb	For need full.
50	7925 R	Purchase of Cartain	VC	26.2.16	AR/Snp	29/Feb	For need full.
51	6867 R	Extention for submission of final year marksheet and migration certificate.	AR/A	26.2.16	COE	29/Feb	For need full.
52	8047 R	T/C file Office Order	AR/A	26.2.16	AR/A	29/Feb	For need full.
53	7064 R	HPC Agenda Resolution	VC	29.2.16		29/Feb	By hand AR/Estt
54	8048 R	Mess Canteen Tender	DSW	29.2.16	AR/Snp	29/Feb	For need full.
55	5343 R	Internet access.with 3431/R	Dir-CC	29.2.16	FO	29/Feb	For need full.

56	6811 R	Opening of new ATM in the University.	EO	29.2.16	DR/Legal	29/Feb	For need full.
57	8049 R	Iron Sitting stand for Play Ground/	EO	29.2.16	EO	29/Feb	For need full.
58	8050 R	UGC-Non-Net Fellowship file of Neeraj Kr. Tyagi.	AR/A	29.2.16	FO	29/Feb	For need full.
59	8051 R	JRF file Hage Tom.	HoD	29.2.16	AR/A	29/Feb	For need full.
60	8052 R	RGNF File Rakesh Kr. Gautam, M.Phil.	HoD	29.2.16	AR/A	29/Feb	For need full.
61	8053 R	MANF File Weena Yancy.	HoD	29.2.16	AR/A	29/Feb	For need full.
62	8055 R	Requirment of Curtains Rods.	HoD	29.2.16	AR/Snp	29/Feb	For need full.
63	7600 R	Resignation From the Post Of DST Inspire Faculty Position Dr. Pramod Kumar Kushwaha.	PIC/Estt	29.2.16	VC	29/Feb	For approval
64	8057 R	Representation from Sh. Bodh Lal & R.S. Rai.	PIC/Estt	29.2.16	VC	29/Feb	For approval
65	3194 R	Empanelment of Security Agency 2014-15, Alongwith 6054/R	EO	29.2.16	AR/Snp	29/Feb	For need full.
66	5125 R	NRC/NCTE File Jaipur, SOE.	Dean	29.2.16		29/Feb	By hand Hod Education